

**STATE OF LOUISIANA  
DEPARTMENT OF CIVIL SERVICE  
BATON ROUGE, LA**

***HR Handbook Update No. 2009 – 0006***

**To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS**

**Subject: Changes to the Staffing Section of the HR Handbook**

**Issue Date: March 18, 2009**

This is to advise agencies that the “Staffing” information in the HR Handbook has been updated. Policies based on the new rules in Chapter 22, 23, and 24 became effective on February 16, 2009 and can be found on our HRinfo webpage, under HR Handbook, then Staffing.

REASON FOR THE CHANGE: The purpose of the change is to incorporate new policies, procedures and rules due to the implementation of the LA Careers system, a web-based system that allows applications for employment with the State of Louisiana to be submitted and tracked on-line. The LA Careers system replaces the current JOB SEARCH online vacancy posting system and all promotional and direct hire agreements. In conjunction with these changes, new definitions to clarify terms used in these chapter, and minor wording changes to related rules were implemented.

If you have any questions, please contact Genie Silva at (225) 342-8536.

Sincerely,

s/Anne S. Soileau  
Director